

WISCareers Advanced Training Materials for 2005-2006



The *WISCareers* website address
is

<http://wiscareers.wisc.edu>

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KLM, Wisconsin Careers

Managing Users: An Introduction



All *WISCareers* administrators have **Administrative Tools** listed on the **Professional Site** menu.

If your screen does not show **Administrative Tools**, you are not logged in under an administrative account. Sometimes administrators may set up professional and/or student accounts for themselves; if you are sure you are the administrator and don't remember the administrative username and password, please contact your Wisconsin Careers representative.

Here are some definitions that will be helpful in this tutorial:

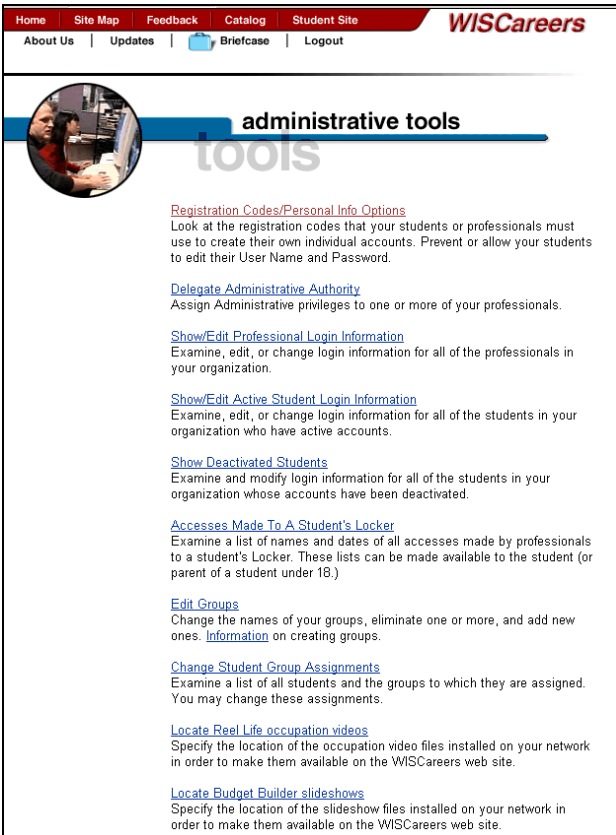
Primary Administrator: the person at your school who is responsible for maintenance of your school's *WISCareers* website. The primary administrator may be a guidance counselor, school-to-work coordinator, librarian, technology coordinator, or other interested person. The primary administrator is generally the one who coordinates implementing *WISCareers* in the school, and who works with the representatives at Wisconsin Careers to set up the account, place orders, schedule training, and so on.

Secondary (Delegated) Administrator(s): persons at your school who have been given administrative authority for all or part of the *WISCareers* site. The primary administrator may delegate authority to other professionals to make it possible for them to look up student usernames and passwords, set up groups of students, and view the contents of individual student lockers. There may be multiple secondary administrators at a school. Secondary administrators do not have the ability to look up professional usernames and passwords.

Groups: *WISCareers* student accounts that have been associated together for a particular reason. Groups may be created for a specific class, or for a specific instructor or counselor. Groups make the management of student accounts easier to delegate to secondary administrators.

This tutorial is written for both primary and secondary administrators, therefore some of the information explained here may not apply to your account.

Administrative Tools



The options you see listed under **Administrative Tools** depend on the type of site you're at (K-12 school; university or technical college, DWD), and whether you are a primary or secondary administrator.

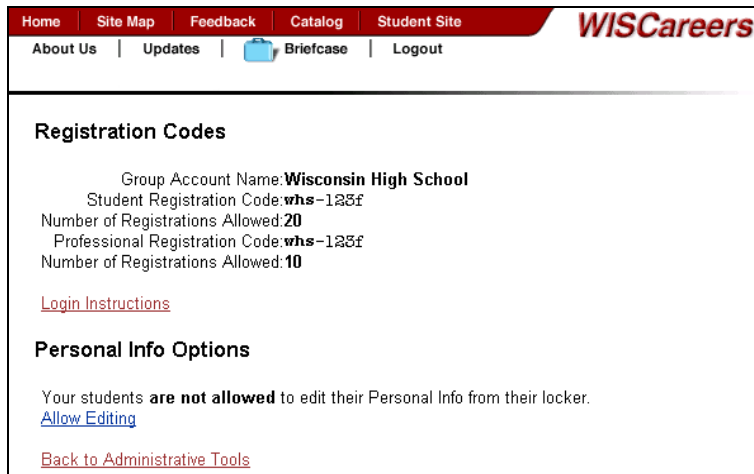
The basic tools for all administrators are:

- Registration Codes/Personal Info Options
- Show/Edit Active Student Login Information
- Show Deactivated Students (K-12 sites only)
- Accesses Made to a Student Locker (K-12 sites only)
- Create Student Groups (and subsequently Edit Groups and Change Student Group Assignments)

In addition to the tools listed above, primary administrators at most schools or organizations also have the following:

- In Registration Codes/Personal Info Options, the ability to turn on or off the option for students to edit their usernames and passwords
- Delegate Administrative Authority
- Show/Edit Professional Login Information

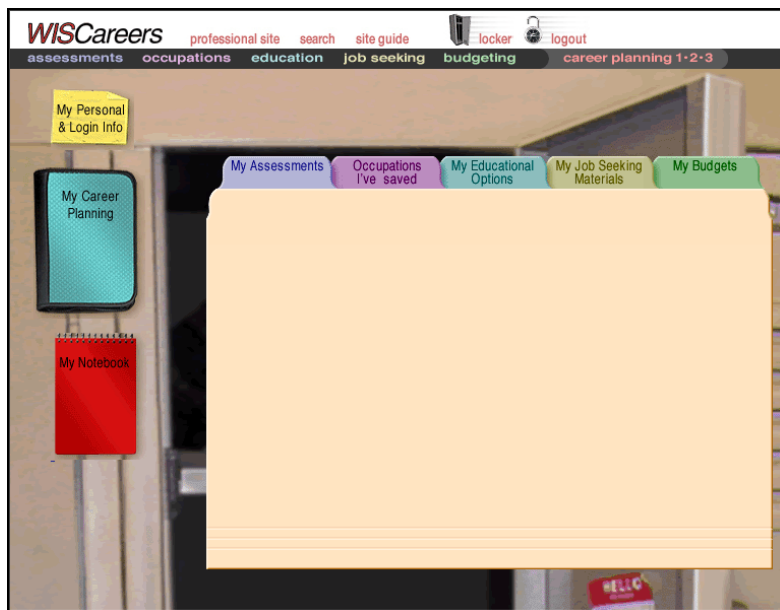
Registration Codes/Personal Info Options



The screenshot shows the WISCareers website interface. At the top is a navigation bar with links: Home, Site Map, Feedback, Catalog, Student Site, About Us, Updates, Briefcase, and Logout. The main content area is titled "Registration Codes" and displays the following information: Group Account Name: **Wisconsin High School**, Student Registration Code: **whs-123f**, Number of Registrations Allowed: **20**, Professional Registration Code: **whs-123f**, and Number of Registrations Allowed: **10**. Below this is a link for [Login Instructions](#). The section is followed by "Personal Info Options", which states: "Your students **are not allowed** to edit their Personal Info from their locker." and includes a link for [Allow Editing](#). At the bottom of this section is a link for [Back to Administrative Tools](#).

If you click on **Registration Codes/ Personal Info Options**, you will find a list of your school's professional and student registration codes, along with how many accounts are available. You also can print login instructions for professionals or students.

In the primary administrative account, clicking on **Prevent Editing** or **Allow Editing** changes whether or not students can edit their username and password in the Locker. This function is useful if your school requires students to change their passwords every few months for security reasons. The default is **Allow Editing**.



This is an example of a student Locker. Students who are allowed to edit their usernames and passwords can click on the yellow post-it note on the top left to change their information. If editing is not allowed, then the yellow post-it will not be clickable.

Delegating Administrative Authority

Last Name	First Name	Admin Authority	For Group	Edit
Almiala	Wendy	No	All	Edit
Conrad	Lois	Yes	All	Edit
Eldridge	Gary	Yes	Mr. Eldridge, Counselor	Edit
Nottger	Marv	Admin	All	

[Back to Administrative Tools](#)

Secondary administrators are able to do everything that the primary administrator is able to, with the exception of looking up professional account information, delegating administrative authority, and turning on or off the ability to edit login info.

One of the significant benefits of having secondary administrators is that, if properly delegated, they can access forgotten student usernames and passwords without having to rely on the primary administrator for this information.

To set up a secondary administrator, the primary administrator needs to make sure the soon-to-be secondary administrator has created his/her own professional account. Then the primary administrator should click on **Delegate Administrative Authority**, then **Edit** listed next to the secondary administrator's name, and then designate which **groups** the secondary administrator will be given access to. (If no groups have been created, then the options are **All** or **None**.) Click on **Submit** to make the change.

To change the Administrative Authority for **Lois Conrad** :

- Check the boxes next to the groups for which you wish him/her to have Administrative Authority and then click on the **Submit** button.
- Click on the **All** button to give her/him Administrative Authority for all groups.
- Click on the **None** button to remove his/her Administrative Authority from all groups.

☐ Gym class
☐ Homeroom 103
☐ Mr. Donald's Government Class
☐ Mr. Eldridge, Counselor
☐ Mrs. Conrad's English Class
☐ No Group Assignment

If groups are set up later, the secondary administrator will have access to all groups (if All) or no groups (if None).

The primary administrator can select as many secondary administrators as needed.

Setting Up and Editing Groups

Add New Groups

Wisconsin High School currently has the following groups:

Group Name
No Group Assignment
Mrs. Conrad's English Class
Mr. Eldridge, Counselor
Gym class
Homeroom 103
Mr. Donald's Government Class

Please enter the names of one or more new groups in the text box below. Enter each new group on its own line. When you have completed entering the names, click on the submit button.

Setting up student groups helps you to more efficiently manage your students' WISCareers accounts.

You can designate any type of group- for example, Mrs. Conrad's 10th Grade English Class, Class of 2007, or Homeroom 103. Students can be part of more than one group or not have any group affiliation.

It is not necessary to set up groups of students by grade level; students assign themselves into grades when they register on the site.

To create a group, click on **Create Student Groups**, then Add One or More **New Groups**. Simply type the group name(s), one per line, in the text box and click on **Submit**.

To edit the name of a group, click on **Edit** across from the group name.

You can also delete a group by clicking on **Delete**. Deleting a group removes students' affiliation with that group, not their accounts.

You also may select whether you will require students to be members of groups.

Note: Once you have set up a group, the **Administrative Tools** menu will list **Edit Groups** (instead of **Create Student Groups**).

Edit Groups

To change the name of a group, click on the word Edit next to the group name you want to change.

To eliminate a group name, click on the word Delete. Any students who are registered to this group will lose only their group assignment. If a student no longer is a member of any group, the next time they login they will be asked to select a group. You may also assign them to one or more groups by choosing **Change Group Assignments** or **List/Edit Student Information** from the Administrative Tools page.

To create a new group, click on the New Groups link below.

Group Name	No. of Students	Edit	Delete
Group 1	16	Edit	Delete
Group 2	5	Edit	Delete
Group 3	6	Edit	Delete
Mrs. Smith's Math Class	4	Edit	Delete
Test Group	0	Edit	Delete

☒ Do not require students to be a member of a group.

☐ Require students to be a member of 1 or more groups.

Add one or more [New Groups](#).

Return to [Administrative Tools](#).

Change Group Assignment

[Home](#)
[Site Map](#)
[Feedback](#)
[Catalog](#)
[Student Site](#)

[About Us](#)
[Updates](#)
[Briefcase](#)
[Logout](#)

WISCareers

Change Student Group Assignments

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Wisconsin High School has 3 students registered, of a possible 20.

Show Students In:

Sort By: # Student Per Page:

The group information will not be updated until this button is clicked.

Name v	Grade	In Groups					
Miller, Carole	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sirnpson, Matt	9	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wilkerson, Laura	12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The group information will not be updated until this button is clicked.

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To change which students are in which group assignments, click on **Change Student Group Assignments** and check the appropriate boxes. Then click **Update Group Information** to make the change.

Note: It is very important to click **Update Group Information** on this screen. If the Back button is used instead, any changes made will not be recorded.

You can show students in individual groups or all groups, along with sorting by students' names and grades.

Show/Edit Student and Professional Logins

Home Site Map Feedback Catalog Student Site WISCareers

About Us Updates Briefcase Logout

Active Student Login Information

[Back to Administrative Tools](#) [Search for a Student](#) [List of User Names and Passwords](#) [What does Delete do?](#) [Do Mass Deletions](#)

Wisconsin High School has 3 students registered, of a possible 20.

Show Students In:

Sort By: # Student Per Page:

No Students will be deleted until this button is clicked.

Name v	Grade	Last Login	# Logins	Edit	Delete
Miller, Carole	10	10/1/2002	1	Edit	<input type="checkbox"/> Delete
Simpson, Matt	9	10/1/2002	3	Edit	<input type="checkbox"/> Delete
Wilkerson, Laura	12	10/1/2002	4	Edit	<input type="checkbox"/> Delete

No Students will be deleted until this button is clicked.

To look up student login information (usernames and passwords), click on **Show/Edit Active Student Login Information**. You'll see a list of the students registered, along with the option to edit or delete their accounts. You can also sort the list by name, grade, last login, and number of logins.

To look up an individual student's username and password, click on **Edit** across from the student's name. To get a list of all student usernames and passwords, click on **List of Usernames and Passwords**.

Home Site Map Feedback Catalog Student Site WISCareers

About Us Updates Briefcase Logout

Professional Information

Wisconsin High School has 4 professionals registered, of a possible 11 .

Last Name	First Name	Last Login	# Logins	Edit	Delete
Almiala	Wendy	10/14/2002	3	Edit	<input type="checkbox"/> Delete
Conrad	Lois	10/11/2002	7	Edit	<input type="checkbox"/> Delete
Eldridge	Gary	9/27/2002	1	Edit	<input type="checkbox"/> Delete
Nottger	Marv	2/7/2003	18	Edit	

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If you choose to delete a student, you must click on **Delete Checked Students** or the change will not be recorded.

To show and edit professional logins, the primary administrator should click on **Show/Edit Professional Login Information**. The options for editing and deleting professional accounts are the same as for student accounts.

Secondary administrators do not have this option.

The Deactivated List

Show Deactivated Students

[Back to Administrative Tools](#) [What does Delete do?](#) [Do Mass Deletions](#)

Wisconsin High has 7 students whose accounts have been deactivated.

Show Students In:

Sort By: # Student Per Page:

Name v	Grade	Last Login	# Logins	Edit	Activate	Delete	No Action
Ciurej, Mike	13	5/8/2002	1	Edit	<input type="radio"/> Activate	<input type="radio"/> Delete	<input checked="" type="radio"/> No Action
Hutson, Sara	13	6/11/2002	1	Edit	<input type="radio"/> Activate	<input type="radio"/> Delete	<input checked="" type="radio"/> No Action
Jones, Wendy	13	5/10/2002	7	Edit	<input type="radio"/> Activate	<input type="radio"/> Delete	<input checked="" type="radio"/> No Action
Pozek, Cindy	13	10/11/2001	2	Edit	<input type="radio"/> Activate	<input type="radio"/> Delete	<input checked="" type="radio"/> No Action
Smith, Sally	13	2/15/2001	1	Edit	<input type="radio"/> Activate	<input type="radio"/> Delete	<input checked="" type="radio"/> No Action
Weiss, Laura	13	7/4/2002	2	Edit	<input type="radio"/> Activate	<input type="radio"/> Delete	<input checked="" type="radio"/> No Action
Zimmer, Todd	13	6/13/2002	1	Edit	<input type="radio"/> Activate	<input type="radio"/> Delete	<input checked="" type="radio"/> No Action

[Update The Records](#)

The **Deactivated List** allows you to work with student accounts that have expired (i.e. the accounts of students in the previous year's graduating class). Simply click on **Show Deactivated Students**.

Deactivated student accounts do not count against your maximum number of student accounts. When students try to log into a deactivated account, they will get a message that states the account has been deactivated, but if they know a new registration code, they can enter it to reactivate their account. Then the account will be transferred to the new location and reactivated.

The administrators at university or technical colleges do not have the **Deactivated Student** option, since adult students do not identify grade levels when they create their accounts.

Accesses Made to a Student Locker

Accesses Made To A Student's Locker

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Wisconsin High School has 3 students registered, of a possible 20.

Show Students In:

Sort By: # Students Per Page:

Name v	Grade	Accesses
Miller, Carole	10	List
Simpson, Matt	9	List
Wilkerson, Laura	12	List

Accesses Made to a Student Locker lists the names of professionals who have looked at the contents of an individual student's locker, along with when they accessed it.

This option is not available on *WISCareers* sites for adults (such as university and technical colleges).

Wisconsin Careers Privacy Policy

Introduction

Our ultimate purpose is to provide a productive career development experience to all users of our site. We provide access to personal information if it will enhance that experience. Wisconsin Careers adheres to guidelines created by the Children's On-Line Privacy Protection Act of 1998 and the Family Educational Rights and Privacy Act of 1996. In addition, Wisconsin Careers believes in full disclosure of any use made of personal information entered into the Internet site.

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Information You Enter About Yourself

In order to use our site effectively, it is necessary that you enter information about yourself, your interests, your desires, assessments you have taken, and other personal data. Except as stated herein, this information is not disclosed to any other group or agency for any purpose, nor, except as necessary to correct system problems, is individual information looked at by staff of Wisconsin Careers.

General Information Use for Internet Site Improvement

In general, we gather information about all of our users collectively, such as areas users visit most frequently and services users access the most. We look at the profiles individual users enter into assessments, however, never in conjunction with data that identify the individual. We may also use individually entered data for demonstration purposes but only if it is impossible to identify its source.

Typically, we only use data anonymously and in the aggregate. This information helps us determine what is most beneficial for our users, and how we can continually create a better overall experience for them. We may share this information with others, but only in the aggregate, so that they too may understand how Wisconsin Careers users interact with our site.

As mentioned earlier, we may look at individual information if it is essential to site operation, error correction, and maintenance; however, if possible, our staff does not look at information that can be related to any individual.

Professional Users

Information entered by those designated as "professional users" of the Wisconsin Careers Internet site is accessible as noted above. In addition, for professional users who access classroom activities, their first and last names (as entered during registration) are linked to any activity that they access as a PDF file. The purpose of this link is to allow other professionals to know if another individual at their site might have used an activity in which they have interest.

Aggregated Reports and Use of Aggregate Data

Institutions or agencies that make the Wisconsin Careers Internet site available to their students, customers, or clients can receive aggregated information in the form of various reports. However, except as noted, these reports are designed to ensure that individuals cannot be associated with the data. These reports serve a variety of purposes for the institution including enhancing their ability to provide specific services to their users.

Wisconsin Careers also reserves the right to use aggregate information (which does not allow identification of individuals) for research on student or adult preferences and for Internet site improvement.

Access to Personal Information at K-12 Institutions

K-12 institutions are covered by the Family Educational Rights and Privacy Act of 1996 or FERPA. Additionally, the Wisconsin Careers Internet site is designed in accord with the Children's On-Line Privacy Protection Act of 1998.

FERPA includes many specific provisions that are reflected in the way the Wisconsin Careers Internet site operates in K-12 institutions. First, all student Lockers at a site are accessible to the Site Administrator (generally, a counselor or teacher associated with the site) for the Internet site and to designees of the Site Administrator. However, under FERPA, the Administrator and/or the designees must have a "legitimate interest" to look at material in a student's Locker. Second, a record is kept of any user who accesses the Locker of a student; an individual is required to agree that he/she has a legitimate interest in accessing the Locker. Third, the student (or parent of a student under 18) can request a report that shows any access made to the student's Locker. Fourth, access to Lockers is in "read-only" mode. And, fifth, a parent can obtain access to her/his child's Locker (student under 18) by requesting access through the Site Administrator.

K-12 Site Administrators or their designees can also list, by occupation or institution, the names of students who have accessed information on each occupation or institution. These lists can be used to inform students of opportunities that the school makes available to students interested in a particular occupation or institution.

Access to Personal Information in Adult and Other Settings

In adult settings, access to individual Lockers is contingent upon the wishes of the user. A Site Administrator can activate the site to permit him/herself and other professionals to directly access the information in users' Lockers. This access might be desired if the professionals involved with the site had ongoing counseling relationships with certain users.

However, when the user accesses the Locker portion of the Wisconsin Careers site, any professional having permission to access the Locker will be identified. If the user wishes, she/he can prevent access by all of the professionals listed.

Cookies and IP Addresses

A "cookie" is a small file that is saved on your computer's hard drive which contains nonpersonal information. Because of our use of cookies, we can deliver faster service, consistently updated results, and a more personalized site experience. In some cases, such as in our assessments, cookies are essential to their use. You have the option of setting your browser to reject cookies. However, doing this will prevent you from using the Wisconsin Careers Internet site.

For administrative purposes, we collect IP addresses, which is the automatic number assigned to your computer when you surf the Web. The IP address allows us to accurately count the total number of uses of our sites. Your IP address is connected to personally identifiable or on-line contact information; however, after you log-off, this relationship is erased.

Linked Sites

Wisconsin Careers has identified many other Internet sites that provide potentially valuable information. However, by linking to a site, Wisconsin Careers does not endorse the site or the information provided by the site.

Disclaimer

The material on this Internet site could include technical inaccuracies or other errors. Your use and browsing of the site is at your risk. Wisconsin Careers shall not be liable for any direct, incidental, consequential, indirect, or punitive damages arising out of your access to, or use of, the Wisconsin Careers Internet site. Wisconsin Careers does not warrant that the functional aspects of the site will be uninterrupted or error free or that this site or the server that makes it available are free of viruses or other harmful components. Without limiting the foregoing, everything on the Wisconsin Careers Internet site is provided to you "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NONINFRINGEMENT. Please note that some jurisdictions may not allow the exclusion of implied warranties, so some of the above exclusions may not apply to you. Wisconsin Careers reserves the right to make changes to the Wisconsin Careers Internet site at any time without notice.